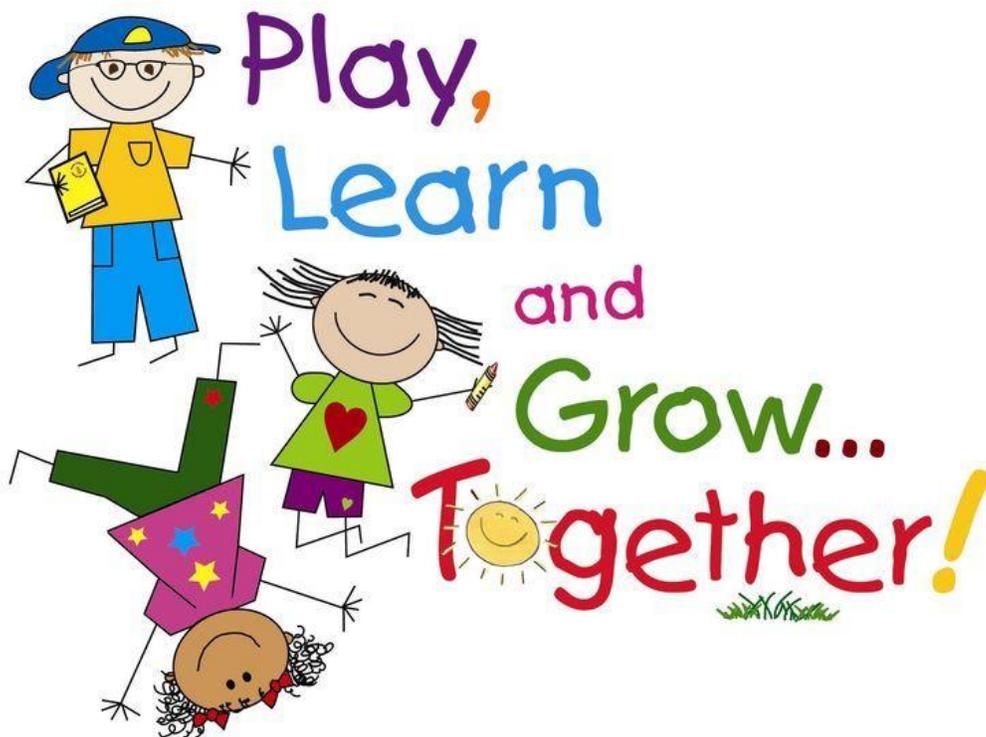


TAMUNING DAYCARE & LEARNING CENTER



PLAN FOR REOPENING

VERSION ONE – CREATED MAY 2020

FOR AGES
15 MONTHS
TO 10 YEARS

336 Farenholt Ave.
Tamuning, Guam
96913

(671)-646-5414

Facebook:
Tamuning Daycare
& Learning Center

Monday-Friday
7:00AM-6:00PM

PREVENT THE SPREAD OF COVID-19

Tamuning Daycare & Learning Center (TDLC) aims to provide a safe and hygienic environment for the children while preventing the spread of COVID-19 in our center. We have implemented the following procedures:

1. **Only staff and children enrolled will be allowed inside the center.**

If deemed necessary, other individuals who will be allowed inside the center will include the following: law enforcement officers, fire fighters, emergency medical technicians, Child Protective Services, Department of Environmental Health, and The Bureau of Social Services Administration.

- Implement a new parent drop-off and pick-up procedure.
- Will ask the following questions to all staff, parents, and individuals when they arrive in the parking lot:
 - Do you live with anyone or have you had close contact with anyone diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough, and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
 - Have you or anyone in your household traveled off island to a place that has confirmed COVID-19 cases?

If they answer NO to all the questions and visibly show no sign or symptoms of COVID-19, we will proceed to take their temperatures before they enter the center. If they answer YES to any of the questions above, they will not be allowed into the center and will require a doctor's note to be allowed inside.

- Once inside, all staff, children, and individuals will thoroughly wash their hands. If water and soap are not readily available, they will clean their hands with an alcohol-based hand sanitizer that contains at least 60% alcohol and proceed to their classroom.

2. **Staff will take extra preventative actions to prevent the spread of COVID-19 by:**

- Wearing personal protective equipment (PPE) during drop-off and pick-up times, as well as wearing a mask during the day, since they are in close contact with the children.

- Promote healthy hand hygiene behavior by washing hands often with soap and water. Stop clocks will be mounted inside each bathroom (out of reach to children) to ensure the children and staff wash their hands for 20 secs. If soap and water are not readily available, hands will be cleaned with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Cleaning and disinfecting frequently touched surfaces (e.g., doorknobs, light switches, bathroom sink handles, table surfaces, etc.)
- Covering cough and sneezes with a tissue or using the inside of their elbow. If a cough or sneeze is covered by using their hands, that teacher or child will go to the bathroom to wash their hands thoroughly. If water and soap are not available, they will use an alcohol-based hand sanitizer that contains at least 60% alcohol to disinfect their hands.
- Cleaning and disinfecting a child's belongings before they enter the center. (e.g., lunch pail, blanket, extra sets of clothes, etc.)
- Sending home naptime blankets daily to be cleaned and disinfected.
- Not allowing classes to share toys. Once a toy(s) or toy bin has been played with, it will be put to the side for cleaning and disinfecting.
- Not allowing the children to play with toys that cannot be cleaned and disinfected properly.
- Implementing new social distancing strategies.

3. Install Hand Sanitizing Stations

- Hand sanitizer dispensers will be installed in the following areas for easy access when soap and water are not readily available:
 - Near the front door in the Pre-K building.
 - Near the front door in the Toddler building.
 - Near the diaper changing station in the Toddler building.
 - Near the door leading into the Directors office.
 - Between the Pre-K4 and Pre-K5 classes.

4. New Sick Policy for Staff and Children

- All parents will be informed that their child is required to stay at home if feeling ill or showing any signs/symptoms of COVID-19.

- If a child is absent, parents will be required to either call the center or private message the Director to inform us that their child will be absent and the reason why.
- All staff will be required to stay home as well if feeling ill or showing any signs/symptoms of COVID-19.
- Staff will be required to let the Director know the night before that they won't be coming in and the reason why.
- Both staff and children will not be able to return to work or school until they have met the criteria to discontinue home isolation or are cleared by a doctor.

5. If a Staff Member or Child Becomes Ill at TDLC

- If a staff member becomes ill, they will be sent home immediately. Their classroom will be closed off to be cleaned and disinfected.
- If a child becomes ill, they will be isolated from the other children and their parents will be contacted immediately. Once the child has gone home, our isolation area will be cleaned and disinfected.
- Both staff and children will not be able to return to work or school until they have met the criteria to discontinue home isolation or are cleared by a doctor.

6. If COVID-19 is Confirmed in a Child or Staff Member

- TDLC will close the center temporarily to properly clean and disinfect all areas.
- Doors and windows will be open during the day to increase air circulation.
- After 24 hours, all areas will be properly cleaned and disinfected.

7. Keep Staff and Parents Well Informed

- Staff and parents will be kept up to date with all new policies and procedures to help prevent the spread of COVID-19 in our center.
- Copies of our reopening plan will be given to all staff and parents for them to take home.
- Trainings with our staff will be held to go over our reopening plan.
- Director will be available via email, phone, or text message if a parent or staff has any questions regarding our center.

ABSENTEEISM AMONG STAFF

We have implemented a new sick policy that requires any staff member who is feeling ill or showing any signs or symptoms of COVID-19 to stay home. Depending on the severity of their illness and/or symptoms, we understand this may cause them to be absent from work for a period of 3 to 14 days. To prepare for that, we have done the following:

1. On-Call Teachers

- If enrollment is low, half of our teachers will be on-call and will come in if another teacher calls out.

2. Substitute Teachers

- If there are no on-call teachers available, we have contacted a few of our regular substitute teachers who will be on stand-by for when we need them.

SOCIAL DISTANCING STRATEGIES

The following social distancing strategies will be implemented:

1. All classrooms will have the same teacher and same group of children each day.
2. Each classroom will be separated properly to avoid any children mixing with another classroom.
3. All children will eat lunch with their class in their classroom during lunch time.
4. All circle time and exercise activities will be done separately for each class in each classroom.
5. Each classroom will be designated a specific time for outside play to avoid classes playing together.
6. During naptime, all children will sleep on their assigned cot/mat, head to toe, 6ft apart, in their designated classroom.

7. Children will be escorted and monitored in the bathroom to ensure they remain 6ft apart and they properly wash their hands afterwards.
8. One teacher will be designated to meet the parents in the morning during drop-off times and another will be designated in the afternoon for pick-up times. All parents will wait in their cars while the teachers meet them outside, staying 6ft apart, to accept and drop-off the children.

PARENT DROP-OFF AND PICK-UP

No parent(s) will be allowed inside the center. The following parent drop-off and pick-up procedures have been implemented:

1. Drop-Off

- Parents will stay in their car while using their PPE's and call the center when they arrive.
- The designated teacher for drop-off times will:
 - Use their PPE to go outside and greet them.
 - Ask the parents the following questions:
 - Do you live with anyone or have you had close contact with anyone diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough, and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
 - Have you or anyone in your household traveled off island to a place that has confirmed COVID-19 cases?
 - Visibly look for signs or symptoms of COVID-19.
 - Take the temperatures of the parent(s) and child.

If neither of them has a fever and have answered NO to all the questions, the child will be allowed to enter the center.

2. Pick-Up

- Parents will stay in their car while using their PPE's and call the center when they arrive.

- The designated teacher for pick-up times will bring the child outside to meet the parents in their car.

CHILD SCREENING METHOD

The following child screening method has been implemented:

1. Reliance on Personal Protective Equipment (PPE)

- Parents will call the center when they arrive in the morning for drop-off. They will use their PPE's and remain in their car and wait for the teacher to come outside.
- The designated drop-off teacher will wash their hands thoroughly, put on their PPE (disposable mask, disposable gloves) and greet the parents and child outside in the parking lot.
- The teacher will ask the following questions to the parent:
 - Do you live with anyone or have you had close contact with anyone diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough, and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as the cold or flu?
 - Have you or anyone in your household traveled off island to a place that has confirmed COVID-19 cases?

The teacher will also look for visible signs of illness. If they answer NO to the questions and there are no signs of visible illness, the teacher will proceed to take their temperatures.

- Using a forehead thermometer, the teacher will take the parent and child's temperature. If neither of them has a fever, the child will be allowed to enter the center.
- Once inside, the teacher will remove and dispose of their PPE.
- The teacher and child will clean their hands thoroughly with soap and water. If soap and water are not readily available, they will use a hand sanitizer that contains at least 60% alcohol and proceed to their classroom.
- The designated drop-off teacher will repeat these steps for every parent and child that arrive at the center.

ISOLATION AND CARE FOR SICK CHILDREN

We have implemented a new sick policy that requires all parents to keep their child home if they are feeling ill or are showing signs or symptoms of COVID-19. However, if a child becomes sick while at the center, the following strategies have been implemented to isolate and care for them:

1. If a child becomes ill at the center, the Director will put on their PPE and will remove the child from their classroom immediately and place them in the isolation area, which is located in the Directors office.
2. Their parents will be contacted immediately to come and pick up their child.
3. Once the child has been picked up, the Director will remove and dispose of their PPE.
4. The Director will then put on another set of PPEs to clean and disinfect the isolation area.

CLEANING AND DISINFECTING

To help prevent the spread of COVID-19 in our center, we have intensified our cleaning and disinfecting schedule and routines by doing the following:

- 1. Promote healthy hand hygiene behavior by washing hands at the following times:**
 - Arrival to the center and after breaks
 - Before and after preparing food and drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After cleaning and disinfecting the bathrooms and classrooms

- After handling garbage

2. Provide a daily schedule to clean, sanitize, and disinfect frequently touched surfaces and objects such as:

- Doorknobs
- Light switches
- Bathroom sink handles
- Toilet handles
- Children's tables and benches
- Refrigerator door handles

3. Toys/Toy Bins

- All toys/toy bins that have been played with during the day will be placed aside in a container with soapy water to soak.
- Teachers will clean and disinfect the toys/toy bins either during naptime or before they leave at the end of the day.
- Toys will not be shared between classrooms unless they have been cleaned and disinfected after each use.
- Toys that are unable to be cleaned and disinfected will not be played with at all.

4. Naptime

- All cots/mats will be assigned to each child with their name labeled on it.
- All cots/mats will be cleaned and disinfected before and after each use. Teachers will wash their hands before cleaning and disinfecting and wash their hands after they are done.
- All blankets will be sent home daily to be cleaned and brought back the next day.

5. Extra Sets of Clothes

- All staff will be required to bring 2 sets of extra clothes to the center. These extra sets of clothes will be readily available for the staff to change into, in the event a child gets their bodily fluids on them during the day.
- All children will be required to bring 3 sets of extra clothes to the center. These extra sets of clothes will be readily available for the

children to change into, in the event they contaminate their clothing with bodily fluids.

- All contaminated clothing will be removed using PPE's and placed in a plastic bag. They will be sent home at the end of the day.

CHANGES TO CARING FOR TODDLERS

The following changes have been implemented in our toddler room:

1. Diapering

- Wash hands before they begin.
- Put on teacher's PPE (mask, gloves).
- Remove soiled diaper and wipes and place in the trash.
- Place a clean diaper on the child.
- Remove PPE.
- Wash child's hands.
- Clean up diapering station.
- Wash hands afterwards (even if wearing gloves).

FOOD PREPARATION AND MEAL SERVICES

Children enrolled at the center either bring lunch from home or are on the catered lunch program that we offer. Meals from home have to be cooked beforehand and TDLC does not warm up any food that the children bring in. The lunches from the caterer are individually plated for each child and are delivered before lunch time. All lunch plates are kept in a Styrofoam cooler to keep warm. Snacks and drinks are also brought from home. Teachers will only cut up a child's food/snack if the portions or pieces are too big. They will wash their hands before and after preparing the food and use gloves when cutting up the food. All staff and children will wash their hands before and immediately after eating their lunch and snack.